

The LA LINK Team will help you achieve economic independence and have a better life through employment. Services provided include:

- Employment leads
- Help filling out employment applications
- Help in creating and updating resumes and cover letters
- Preparation for job interviews
- Information about Career Expos and Employment Recruitments
- Help faxing or mailing employment applications as needed.



### ***PARTICIPANT COMMENTS***

"If it wasn't for you and this program I wouldn't have a wonderful job..."

"Thanks for the good career I have now."

"I never thought that I could have so many opportunities presented to me at one time."

We can only reach our goals and realize our dreams when we make a genuine and determined effort. Below is a quick reference guide to aid you in your job search process:

### ***DRESS FOR SUCCESS***

- Wear clean and ironed clothing.
- Wear cleaned, shined, closed-toe shoes.
- Wear appropriate business attire (solid blue, black, or gray color.)
- Wear a conservative hairstyle.
- Minimize jewelry.
- Wear light make-up and perfume.



### ***COMPLETING AN APPLICATION***

- Take all necessary information needed to fill out the application, such as:
  - Work history
  - References
- Use black ink.
- Write neatly.
- Do not leave blanks.
- Proofread your application.
- Return the application the same day.
- Ask your references if you may give their name before you do so.
- Be honest on the application.

### ***INTERVIEW***

- Go by yourself.
- Take your smile.
- Do not smoke or chew gum.
- Arrive at least 15 minutes early.
- Relax.
- Remember the dress code (see "Dress for Success.")
- Ask the interviewer's name
- Maintain eye contact.
- Do not discuss personal issues (child care, transportation situation, etc.)
- Do some research so you know something about the company.
- Share why you want to work there.
- Tell them about yourself (hard working, reliable, dependable, etc.)
- Be sure to thank them for the opportunity to interview, and request a business card.
- Send a "Thank-you" card.

### ***SAMPLE INTERVIEW QUESTIONS***

- "What are your skills?"
- "What are your long term and short term goals?"
- "What is important to you in your work?"
- "What do you know about our organization?"
- "What are your greatest accomplishments?"
- "In what ways can you make a contribution to our organization?"

### ***JOB RETENTION TIPS***

- Arrive early!
- Feel free to ask questions.
- Take notes if possible.
- Leave your personal life at home.
- Prepare your family to undertake responsibilities you would normally perform
- Adhere to working hours.
- Volunteer for extra responsibilities if you can handle the extra work.
- Follow through with the promises made at the interview.
- Prepare your clothing the night before.
- Show enthusiasm.



### ***Reminder:***

- Notify your Case Manager/Eligibility Worker of new employment.
- Report your earnings on your QR7
- Take advantage of Post-Employment Services.
- Ask about Earned Income Tax Credit (EITC) and Child Tax Credit (CTC.)

For additional information visit our website at <http://www.ladpss.org/dpss/lalink/default.cfm>



**LA LINK**

For an appointment with a Business Services Specialist, please see your Case Manager or call your local LA LINK office.

**LA LINK GAIN Offices**

**Central County**

3833 S. Vermont Ave., 3rd Floor  
Los Angeles, CA 90037  
(323) 730-6438

**East San Fernando Valley**

3307 Glenoaks Blvd.  
Burbank, CA 91504  
(818) 729-8800

**San Gabriel Valley**

3216 Rosemead Blvd.  
El Monte, CA 91731  
(626) 927-2723

**South County**

2959 Victoria St.  
Rancho Dominguez, CA 90221  
(310) 603-3200

**Southeast County**

5460 Bandini Blvd.  
Bell, CA 90201  
(323) 260-3070/3058

**West County**

5200 W. Century Blvd.  
Los Angeles, CA 90045  
(310) 665-7732

**West San Fernando Valley**

21415 Plummer St.  
Chatsworth, CA 91311  
(818) 718-4335

**Antelope Valley**

1050 E. Palmdale Blvd.  
Palmdale, CA 93550  
(661) 575-2696

**LA LINK GROW Offices**

**Civic Center**

813 E. 4th Pl.  
Los Angeles, CA 90013  
(213) 893-2954

**Glendale**

4680 San Fernando Rd.  
Glendale, CA 91204  
(818) 546-6149

**Lancaster**

43770 N. 15th St. West  
Lancaster, CA 93534  
(661) 942-2443

**East Los Angeles**

2200 N. Humboldt St.  
Los Angeles, CA 90023  
(323) 226-6281

**Metro Special**

2615 S. Grand Ave.  
Los Angeles, CA 90007  
(213) 744-3434

**Pasadena**

955 N. Lake Ave.  
Pasadena, CA 91104  
(626) 791-6311

**Pomona**

416 N. Garey Ave.  
Pomona, CA 91767  
(909) 397-7488

**Rancho Park**

11110 W. Pico Blvd.  
Los Angeles, CA 90064  
(310) 481-3003

**LA LINK GROW Offices**

**San Fernando**

12847 Arroyo St.  
Sylmar, CA 91342  
(818) 837-2472

**San Gabriel Valley**

3352 Aerojet Ave.  
El Monte, CA 91731  
(626) 569-3340

**South Central**

2701 Firestone Blvd.  
South Gate, CA 90280  
(323) 357-3114

**South Special**

17600 "B" S. Santa Fe Ave.  
Rancho Dominguez, CA 90221  
(310) 761-2498

**Southwest Special**

1326 W. Imperial Hwy.  
Los Angeles, CA 90044  
(323) 418-2499

**Wilshire Special**

2415 W. 6th St.  
Los Angeles, CA 90057  
(213) 351-5429

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**LA LINK**

**Business and Employment Services**



The way to succeed  
is to begin.

“It is better to be prepared for an opportunity and not have one, than to have an opportunity and not be prepared.”

**Whitney Young**